

[Your Name]  
[Your Position]  
[Your Institution/Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Committee/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name or Selection Committee],  
I am writing to formally nominate [Student's Name] for the [Name of Award] for the [Year/Academic Term]. As [his/her/their] [teacher/mentor/supervisor] at [Institution/Organization], I have had the pleasure of witnessing firsthand [his/her/their] exceptional qualities and contributions.

[Students' Name] has consistently demonstrated [mention qualities such as leadership, dedication, academic excellence, community service, etc.]. For instance, [provide a specific example or anecdote that illustrates these qualities].

Additionally, [he/she/they] has been involved in [mention any extracurricular activities, projects, or leadership roles], which further exemplifies [his/her/their] commitment to [specific area or cause].

I believe [Student's Name] is a deserving candidate for this award, as [he/she/they] not only excels academically but also inspires those around [him/her/them]. I have no doubt that [his/her/their] future endeavors will be as remarkable as [his/her/their] achievements to date.

Thank you for considering this nomination. Please feel free to contact me if you require any further information.

Sincerely,  
[Your Name]  
[Your Position]